

# Agenda Item Form

Agenda Date: 07/07/04

Districts Affected: All

Dept. Head/Contact Information: Police Department, Interim Deputy Chief, Paul Cross, (915) 564-7039

## Type of Agenda Item:

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Resolution            | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements       | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use     | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements            | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input type="checkbox"/> Other _____                      |   |  |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

- ☒ Legal Review Required      Attorney Assigned (please scroll down): Lupe Cuellar      ☒ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

The principal purpose of revising the current job classes (Police Trainee, Police Officer, Police Detective, Police Sergeant, Police Lieutenant, Police Commander, Police Deputy Chief, and Police Assistant Chief) were to define a logical progression of minimum qualifying education and experience levels in the Police Administration series. These revisions will also modernize the descriptions for all ranks to reflect the changes in strategy that now emphasize community policing and the organization of the department while more definitively summarizing aspects of the nature, scope and difficulty of the functional accountabilities that have been and continue to be inherent in each rank.

It was necessary to create a Certified Police Trainee job class in order to broaden the pool of applicants, entering the Police Academy, by enabling the hiring of persons who have already earned a Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salay and benefits

## Statutory or Citizen Concerns:

None anticipated

## Departmental Concerns:

None anticipated

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## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Police Assistant Chief** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **7567**. The Grade shall be **P8**.

**PASSED AND APPROVED this 7<sup>th</sup> day of July, 2004.**

THE CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Terry A. Bond  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: June 24, 2004

By: Terry A. Bond  
Secretary

# Human Resources Department

MEMO

5A-I

To: Civil Service Commission  
Thru: Terry Bond, Human Resources Director *TB*  
From: Classification and Compensation Manager *JB*  
Date: June 18, 2004  
Subject: New and Revised Job Classes

Human Resources recommends Commission approval of these classification actions. The proposed revised and strike through job specifications describing the positions listed below are attached.

	<u>Status</u>	<u>Title</u>	<u>Code</u>	<u>Grade</u>
NEW JOB CLASS				
A.	<u>Proposed</u>	CERTIFIED POLICE TRAINEE	7540	GS 19
REVISED JOB CLASSES				
B.	<u>Official:</u> <u>Proposed</u>	Police Trainee Same	7541 Same	GS 16 Same
C.	<u>Official:</u> <u>Proposed</u>	Police Officer Same	7542 Same	P1-P3 Same
D.	<u>Official:</u> <u>Proposed</u>	Police Detective Same	7551 Same	P2 P2-P3
E.	<u>Official:</u> <u>Proposed</u>	Police Sergeant Same	7561 Same	P4 Same
F.	<u>Official:</u> <u>Proposed</u>	Police Lieutenant Same	7562 Same	P5 Same
G.	<u>Official:</u> <u>Proposed</u>	Police Captain POLICE COMMANDER	7563 Same	P6 Same
H.	<u>Official:</u> <u>Proposed</u>	Police Deputy Chief Same	7566 Same	P7 Same
I.	<u>Official:</u> <u>Proposed</u>	Police Assistant Chief Same	7567 Same	P8 Same

Addition and updating of the subject job specifications was requested by the City Administration and the Police Chief.

The primary purpose of creating the new job class (Item A.) is to broaden the pool of applicants entering the City of El Paso Police Department Academy by enabling the hiring of persons who have already earned a Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). These certified individuals would only be required to complete the final component of the academy training curriculum that pertains to departmental indoctrination and that applies previously acquired fundamental knowledge, abilities and skills to specific local problems and conditions in accordance with approved law enforcement and community policing standards and procedures.

The principal purposes of revising the current job classes (Items B. through I., inclusive) were, first, to define a logical progression of minimum qualifying education and experience levels in the Police Administration series. This included setting these applicant standards to be comparable to

Public Safety Branch  
 Police Group  
 Police Administration Series  
 Police Series

POLICE ASSISTANT CHIEF

06/04 (JAS)Public Safety Group

9/74

**General Purpose:** CHARACTERISTICS OF THE CLASS:

Under general direction, as an assistant department head, manage executive coordination of public safety and allied administrative strategies, policies and functions of an assigned police department office, and otherwise assist the Police Chief in exercising command of police department personnel, buildings and equipment to protect lives and property, and preserve public order as required.

assists the Police Chief in exercising command of the personnel, buildings and equipment of the Police Department, and performs related work as required:

**Typical Duties:** EXAMPLES OF DUTIES:

Plan, develop, organize, implement, direct and control of department operations or administration and support through the subordinate command structure to enforce and comply with established federal, state and local public safety ordinances, rules and regulations. Involves: Participate in establishing long and short term department objectives and priorities for programs contributing to realization of City strategic public safety goals, and monitoring and evaluation of progress and results. Assist in evaluating current, and formulating new operational and administrative policies and procedures. Confer with subordinate staff to maintain awareness of major crimes or incidents, to solve operational and administrative problems, and to review and approve suggested changes as necessary. Oversee internal studies or arrange for research on emerging designated public safety issues to identify opportunities for improved delivery of community police services and internal operating efficiency, and assess validity and reliability of findings to determine needs to create or revise methods and standards such as for assigned uniformed policing, investigations, tactical response, communications, community relations, law enforcement education, disaster preparedness, emergency response, evidence control or other support systems. Assist in advising City Council, the Mayor and City administration regarding public safety issues by making staff presentations.

Acts on behalf of or as department head for the Police Chief at as the requested or in their absence of the Police Chief to maintain continuity of normal department functions, if delegated. Involves: Represent the department at various meetings and conferences and interact with a variety of other jurisdictions' officials, Civil Service Commission, regulatory agencies, other department directors, union officials, boards or committees, employees, and the public, confers with the public individually or in groups, to in person and by telephone and advises them on the law, and on department policy and regulations, to respond to requests for and interpretations of information, and to resolve sensitive and complex inquiries and complaints as authorized. Direct c; interprets departmental rules, regulations and policies to employees; cooperates with county, state and federal law enforcement agencies into the apprehension and detention of wanted persons and criminals, in the recovery of stolen property and in all other matters of mutual interest. Confer with judges and prosecutors concerning application and interpretation of new laws. assists in the selection and development of new patrolmen and pParticipates in review and evaluation of current and new academic and hands-on training methods of police recruits and officers to ensure proper conduct and positive public image of the department, and in planning and designating dates of academies in the police training program ;cCoordinates with the personnel departmentHuman Resources on procurement recruiting and testing of personnel applicants.

and the testing program, writes specifications for automotive, communications and other equipment and coordinates these with the purchasing department; directs preparation of statistical reports; meets with staff members in regard to major crimes or incidents and keeps abreast of them; plans and designates the dates of recruit training schools; assists in making up the department budget. Plan, develop, organize, implement, direct and control designated aspects of department fiscal and ancillary administration. Involves: Participate in designing, establishing and maintaining organization structure, functions and staffing to effectively accomplish department goals and objectives. Discuss human and material resource needs with subordinate management. Review funding requests and direct preparation of annual region and bureau operating and capital improvement budgets. Monitor and approve purchases, and payroll or other organizational expenditures. Oversee reporting and record keeping of activities, accomplishments and goals, and other support services. Collaborate and integrate activities with other City departments, grant funding agencies and other domestic and foreign government entities to negotiate establishment of programs and to provide assistance or gather information. Write specifications for automotive, communications and other equipment in conjunction with Purchasing. Direct preparation or write administrative and technical reports and papers containing statistical and financial analyses.

Supervise assigned supervisors, officers and civilian staff. Involves: Conduct roll calls and inspections, schedule and assign work. Coordinate shift changes. Issue written and oral instructions. Check work for exactness, neatness, and policy and procedures conformance. Guide subordinates to overcome difficulties encountered in performing duties which includes interpreting department policies and procedures, Appraise performance of immediate subordinates and review evaluation reports of lower level supervisors. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance, appearance and safe working practices, and collective bargaining agreement. Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated. Recommend commendation, discipline and status change. Interview applicants and recommend selection.

Perform related duties as required. Involves: Carry out, as qualified, expert uniformed Police Officer or Police Detective functions that includes modifying standard practices, adapting precedents and establishing validity of approaches in order to deal with unique situations in a manner that conforms to legal requirements and department policies, or serve in such a position as back up when necessary. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Schedule and conduct meetings. Direct or personally maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs. Participate in in-service training for own professional development. Serve on designated committees.

**Knowledge, Abilities and Skills: DESIRABLE MINIMUM QUALIFICATIONS:**

Training and Experience: Twelve and one-half years on progressively responsible experience in police work with the El Paso Police Department including two and one-half years of service as a Captain or Inspector.

Knowledge, Skills and Abilities:

Considerable knowledge of the principles and practices of modern police administration; considerable knowledge of police organization and administrative procedures; considerable knowledge of state laws, local ordinances and police regulations; considerable knowledge of arrest procedures; considerable knowledge of police investigation methods.

Ability to work with and for the public; exceptional ability to exercise good judgment in evaluating situations and making decisions; ability to remember details of observations; ability to plan, organize, assign, supervise and inspect the work of subordinates; ability to write administrative and technical reports and papers:

- Considerable knowledge of modern law enforcement and crime prevention principles and methods that consider cultural differences, including patrol and traffic safety, accident and criminal investigation, and, community policing and public relations, as well as City geography and locations of important buildings.
- Considerable knowledge of pertinent federal, state and local laws, City ordinances and codes, including rules for securing, handling and preserving evidence, and legally accepted practices for making arrests and protecting prisoners' rights.
- Considerable knowledge of Police Department operational policies, procedures, standards and organization, and limits of its authority together with supervisory techniques, office management practices and governmental budgeting, fiscal and personnel administration.
- Ability to comprehend and interpret technical and financial oral, written and mathematical information dealing with complex variables and to remember details of observations of highly complex situations in identifying municipal public safety needs, and evaluating and solving operational or administrative management problems of considerable difficulty that include exercising exceptional judgment and making sound decisions in accordance with rules and regulations when taking appropriate actions to plan, organize, direct and control assigned metropolitan police department functions.
- Ability to establish rapport and maintain effective working and community relationships with subordinates, peers, supervisors, officials, other departments and agencies, and the public in order enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Ability to communicate persuasively and effectively orally and in writing in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, testify in court in an objective and professional manner, follow and give work instructions, and conduct training.
- Ability to command the respect of police officers, plan, assign, direct, and inspect work of subordinate supervisors and other personnel, and enforce pertinent rules and agreement terms firmly and impartially.
- Skill in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices, and other City facilities and property, as required.

- Skill in safe operation and care of a motor vehicle.
- Skill in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skill in rendering First Aid as first responder to accidents, crime scenes and other emergencies.

**Other Job Characteristics**

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

**Minimum Qualifications:**

Education and Experience: Equivalent to a combination of an accredited Bachelor's degree in Police, Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or a related field, plus Twelve and one-half (12 1/2) years on progressively responsible experience in police work with the El Paso Police Department including one and one-half (1 1/2) years of service as a Commander or above.

Licenses and Certificates:

- Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) in compliance with state statute by time of appointment.
- Texas Class "C" Driver's License or equivalent from another state by time of appointment.

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Human Resources Director

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Police Chief

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Director of Personnel

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Department Head

Public Safety Branch  
Police Group  
Police Administration Series

POLICE ASSISTANT CHIEF

06/04 (JAS)

**General Purpose:**

Under general direction, as an assistant department head, manage executive coordination of public safety and allied administrative strategies, policies and functions of an assigned police department office, and otherwise assist the Police Chief in exercising command of police department personnel, buildings and equipment to protect lives and property, and preserve public order as required.

**Typical Duties:**

Plan, develop, organize, implement, direct and control of department operations or administration and support through the subordinate command structure to enforce and comply with established federal, state and local public safety ordinances, rules and regulations. Involves: Participate in establishing long and short term department objectives and priorities for programs contributing to realization of City strategic public safety goals, and monitoring and evaluation of progress and results. Assist in evaluating current, and formulating new operational and administrative policies and procedures. Confer with subordinate staff to maintain awareness of major crimes or incidents, to solve operational and administrative problems, and to review and approve suggested changes as necessary. Oversee internal studies or arrange for research on emerging designated public safety issues to identify opportunities for improved delivery of community police services and internal operating efficiency, and assess validity and reliability of findings to determine needs to create or revise methods and standards such as for assigned uniformed policing, investigations, tactical response, communications, community relations, law enforcement education, disaster preparedness, emergency response, evidence control or other support systems. Assist in advising City Council, the Mayor and City administration regarding public safety issues by making staff presentations.

Act on behalf of or as department head as requested or in the absence of the Police Chief to maintain continuity of normal department functions, if delegated. Involves: Represent the department at various meetings and conferences and interact with a variety of other jurisdictions' officials, Civil Service Commission, regulatory agencies, other department directors, union officials, boards or committees, employees, and the public, individually or in groups, to advise them on the law, and department policy and regulations, to respond to requests for and interpretations of information, and to resolve sensitive and complex inquiries and complaints as authorized. Direct cooperation with county, state and federal law enforcement agencies to apprehend and detain wanted persons and criminals, recover stolen property and in other matters of mutual interest. Confer with judges and prosecutors concerning application and interpretation of new laws. Participate in review and evaluation of current and new academic and hands-on training methods of police recruits and officers to ensure proper conduct and positive public image of the department, and in planning and designating dates of academies. Coordinate with Human Resources on recruiting and testing applicants.

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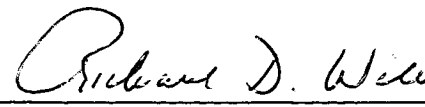
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Human Resources Director

  
Police Chief